



**UNITED NATIONS  
GHANA**



## **Consultancy for Proposal Development - Ghana**

### **Terms of Reference**

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<b>Title</b>	ToR for Proposal Development
<b>Purpose</b>	To coordinate the development of a joint UN Proposal
<b>Location/duty station</b>	Ghana - Flexible (Home-based and RC Office)
<b>Duration</b>	28 days
<b>Expected Start Date</b>	July 1, 2021
<b>Expected End Date</b>	August 9, 2021
<b>Expected Fees</b>	TBD
<b>Reporting to</b>	Development Coordination Officer, Strategic Planning and RCO Team Leader, UN Resident Coordinator's Office, Ghana

### **1. Introduction:**

In spite of a range of development initiatives targeted at the North of Ghana, the evidence is of poor impact, deepening poverty and inequality which in turn then exposes communities to vulnerabilities. This is compounded by the instability in neighbouring countries especially the north of Ivory Coast and Burkina Faso which could trigger refugee flows and also internal displacement. In recent years, violent extremist organizations (VEOs) have spread violence throughout the Sahel, negatively impacting millions of people. Currently, there is a risk of VEOs in Burkina Faso spreading southward placing vulnerable border communities in northern Ghana at risk of exploitation and infiltration. The increasing violence, displacement, and impact of COVID-19 have resulted in a number of development issues including the rise in food insecurity, limited access to healthcare, and other services, insecurity amongst others which not addressed would further weaken resilience and erode gains made towards the attainment of the SDGs threatening gains made towards achieving the SDGs.

The UN System in Ghana seeks to design a holistic human security program (involving a number of agencies) in Northern Ghana with localized or context-specific approaches that aim to contribute towards enhancing border community resilience and social cohesion and establishing local community stabilization strategies to address significant development and humanitarian challenges. While some pragmatic traditional security approaches have been utilized by the country, complementary programmes that proactively address the interconnected root causes of vulnerability are required. Under the leadership of the Resident Coordinator, UN Agencies have committed to pulling financial and human resources to build on work being done by respective UN Agencies and other partners already present in the Northern Ghana. The UNCT seeks to address multi-faceted issues through an identified entry point which would facilitate joint action and decisions including resource mobilization to address existing vulnerabilities from a multi-sectoral lens. Thus, the UNCT is seeking the services of a consultant to develop a joint proposal to further

respond to the myriads of humanitarian and development issues evident in the region including current crisis in the Sahel particularly neighbouring Burkina Faso to forestall any spill over effect in the country. While the focus is on Ghana, linkages to regional efforts would be made to holistically address related issues.

## **2. Purpose of the Consultancy**

In conjunction with UN Resident Coordinator's Office and UN Agencies, the consultant will take the lead in developing a compelling, evidence-based proposal for consideration by the UN System and submission to the respective donors. The consultant will bring to the programme design process previous experience from developing and writing successful integrated, multi-sectoral, proposals involving several stakeholders for institutional donors. It is desirable that the consultant also brings a good understanding of issues relating to nutrition, food security, education, migration and livelihoods, and/or protection sectors.

Building upon this experience, the consultant will help develop the joint programme/proposal for responding to humanitarian needs as well as building community-level resilience. This will require scoping, reviewing, analysing, and integrating existing plans, projects, and areas of expertise among various agencies. The consultant will explore the range of options for building community resilience in accordance with the Government of Ghana's policies, UN Sustainable Development and other relevant strategic development plans and policies. This will include consideration of the risks and vulnerabilities of target communities and analysis of the current gaps of relevant stakeholders in order to ensure that the joint programme addresses unmet needs.

The consultant will organise a series of consultations to facilitate review, analysis, and prioritisation of activities for the programme and work out the required budget to implement these activities.

## **3. Specific Tasks to be performed by the Consultant**

The consultant will develop, in consultation with UN Agencies, a detailed work plan that will include undertaking at least the following tasks:

1. Review relevant secondary literature including, but not limited to sector specific document from agencies working on nutrition security, WASH, Food Security and Livelihoods, Protection, IDP/Migration and Disaster Risk Reduction. Based on the secondary data analysis, identify gaps for primary data collection from proposed target districts. This should include reviewing and compiling relevant research, evidence from prior similar interventions, best practices, and lessons learned.
2. Provide guidance for the finalisation of primary data collection tools and methodologies to assess community-level needs throughout the programme, with regards to building resilience.
3. Meet with UN Agencies, relevant stakeholders to explore and conduct problem analysis.
4. Based on the primary and secondary information gathered, and in consultation with relevant UN Agencies, firstly a) design a programme, including logical framework, budget, and narrative concept note, and secondly b) write a full proposal.

#### 4. Outcomes of the Consultancy

A completed, comprehensive proposal that is based on the primary and secondary data findings/analysis. This should be developed with involvement from UN Agencies and other partners/stakeholders as identified during the consultancy.

Final drafts of all proposal-related documents including but not limited to: project concept note, full proposal, and budget.

#### 5. Deliverables and time frame for submission

##### Timing:

The Consultant is expected to complete the assignment in 28 working days. The final product should be submitted to the RCO. Please note the start/end date of the assignment may change due to unavoidable circumstances in which case a revised timeframe will be drawn up with the mutual agreement of both parties. Performance indicators: timely submission of deliverables; quality of the outputs as certified by supervisor; level of professionalism and communication skills.

**Table 1:**

No / Number of days	Action	Number of paid days
A	Desk review of existing materials	2
B	Consultation with Participating UN Agencies/ UNCT	14
C	Proposal Development	10
D	Validation and finalization of proposals with RCO and staff	2
<b>Total Number of paid days</b>		<b>28</b>

##### Other relevant information:

- The assignment will be based in Accra.
- The format for the deliverables will be agreed upon in advance with the two main contact persons in the RCO and UN agencies
- It is expected that the consultant will have his/her own personal computer/laptop to perform the assignment;
- Payment will be on the completion of the deliverables.

## **6. Supervision and reporting arrangement**

The consultant will report to the Development Coordination Officer, Strategic Planning and RCO Team Leader and he /she will work closely with the Resident Coordinator's Office and other participating UN agencies.

## **7. Qualifications and Experience**

- Preferably an advanced university degree (masters or equivalent) in development and humanitarian studies, Social Sciences, International Law or a related field.
- Minimum ten years of experience from leading the design, execution, and/or management of multi-sectoral programmes in humanitarian contexts. Strong programme design skills, including capacity to prepare logical, coherent, and consistent technical documents including logframes and budgets.
- Prior demonstrated experience from developing and writing proposals for institutional donors
- Ability to integrate different experiences, methodologies, and approaches from a diverse range of stakeholders, organisations, and technical experts from multiple sectors, through adapting facilitation techniques.
- Flexibility to adapt to any subsequent changes in the terms of reference.
- Willingness and ability to travel to the field to conduct assessments and gather primary data.
- Excellent English speaking/writing skills required; prior experience of facilitating multi-stakeholder workshops and dialogues. Note: The above mentioned tasks to be performed are intended as a guide and should not be viewed as an inflexible specification as it may be modified following discussion with the selected consultant.

## **8. Knowledge & Skills:**

- Knowledge and understanding of (non) traditional financing mechanisms funding.
- Strong writing, analytical and research skills (qualitative and quantitative);
- Project management skills and ability to work under pressure, to tight deadlines;
- Good interpersonal skills, teamwork spirit and ability to work in multicultural settings;
- Knowledge and understanding of the United Nations and its role in humanitarian and development cooperation.

## **9. Other Considerations**

RCO may request examples of past publications and proposals from applicants as part of the evaluation process.

## **10. Criteria for Selection of the Best Offer:**

Only candidates that meet the minimum level of education and relevant years of experience requirements will be considered for the technical evaluation. The technical evaluation will include a

desk review to select the shortlisted candidates. The technical evaluation may also include interviews with the shortlisted candidate(s).

The selection of the best offer from the shortlisted candidates will be based on a Combined Scoring method – where the technical evaluation (desk review and interview) will be weighted a maximum of 70 points and combined with the price offer which will be weighted a maximum of 30 points. The 70 points rating shall be based on how well the Offeror meets the minimum qualifications/competencies described above.

The **technical evaluation** will be based on the following criteria with the corresponding points (out of a total 70 points):

1. Understanding of the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization and completeness of the proposal **(20 points)**
2. At least a master’s degree in a relevant field such as Project Management, Social Sciences, economics, finance, business administration or related areas. **(10 points)**.
3. Strong programme design skills, including capacity to prepare logical, coherent, and consistent technical documents including logframes and budgets. Proven understanding of the SDG Finance landscape and procedures, multilateral funds and the other channels in SDG finance. At least 10 years’ experience in proposal development financing sectors **(30 points)**.
4. Proven expertise in designing financing mechanisms that address key development challenges **(20 points)**.
5. Demonstrated ability to lead in developing a) compelling, evidence-based concept notes per Request for Proposal guidelines for submission b) a full proposal to raise finance and close financial deals in developing countries **(20 points)**.

**Financial evaluation (maximum 30 points)**

### **11. To be included in the application:**

- a. CV
- b. Letter of interest, including outlining key activities to be done
- c. Examples of previous successful proposals
- d. Daily rate, detailing what’s included in fee. This should include the breakdown of the daily rate, DSA and other fees where applicable
- e. Please submit all applications to Procurement Team via email at [bids.gh@undp.org](mailto:bids.gh@undp.org) - Only shortlisted candidates will be considered.

### **12. Proprietary Rights**

Outputs delivered under this consultancy contract will remain the property of UN Ghana, as per UN’s General Conditions of Contract for Consultants and Individual Contractors.